



South Gloucestershire  
Safeguarding Children Board



New Members Induction Booklet

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## *Glossary of Terms*

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<b>CCG</b> Clinical Commissioning Group	<b>CDOP</b> Child Death Overview Panel
<b>CIC</b> Children in Care	<b>CPP</b> Child Protection Plan
<b>CQC</b> Care Quality Commission	<b>CSE</b> Child Sexual Exploitation
<b>DV or DA</b> Domestic Violence/Abuse	<b>FGM</b> Female Genital Mutilation
<b>IRO</b> Independent Reviewing Officer	<b>LADO</b> Local Authority Designated Officer
<b>LSCB</b> Local Safeguarding Children Board	<b>MARAC</b> Multi Agency Risk Assessment Conference
<b>MASH</b> Multi Agency Safeguarding Hub	<b>SWCPP</b> South West Child Protection Procedures
<b>SCR</b> Serious Case Review	<b>SGSCB</b> South Gloucestershire Safeguarding Children Board
<b>SoS</b> Signs of Safety	<b>SGSAB</b> South Gloucestershire Safeguarding Adults Board

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## *Welcome to South Gloucestershire Safeguarding Children Board*

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We would like to extend a very warm welcome to you as you join the South Gloucestershire Safeguarding Children Board (SGSCB).

The aim of this Induction Booklet is to assist you in developing an understanding of the work of the Board, and your role within it. Each Board member should play an active part, and part of equipping you to be able to fulfil your role effectively is providing you with some key information.

Hopefully you will find the information provided useful, however we are always looking to improve, so if you have any comments, suggestions or questions please contact [Sarah Taylor](#). Sarah is the Safeguarding Board Business Manager, who will be happy to help.

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## *SGSCB Chair*

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Each Local Safeguarding Children Board must have an independent chair. In South Gloucestershire, the chair is Amy Weir.



### *A Message from the Independent Chair*

*Welcome to South Gloucestershire Safeguarding Children Board. This handbook is to provide you with information about your role and responsibilities as a Board Member. It sets out what is required and how you need to contribute.*

*The most important thing for the LSCB is that we make sure that safeguarding is effective. As well as being part of looking at how well the services are working together, we also have to ensure that the views of children and young people, parents and carers, and the workforce are monitored and considered.*

*Your contribution is essential to making sure that the LSCB improves outcomes for children.*



A large, handwritten signature in black ink that reads 'Amy Weir'.

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### *What is a Local Safeguarding Children Board For?*

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The role of the Local Safeguarding Children Board (LSCB) is to effectively co-ordinate the work undertaken within the local authority to safeguard and promote the welfare of the children and young people who live there.

The core objectives of the LSCB are defined in [Working Together to Safeguard Children 2015](#)

#### **Statutory objectives and functions of LSCBs**

**Section 14 of the Children Act 2004** sets out the objectives of LSCBs, which are:

- (a) to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and
- (b) to ensure the effectiveness of what is done by each such person or body for those purposes.

Members of an LSCB should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters
- Hold their own organisation to account and hold others to account

It is important to note that as a Board member you are representing both your own organisation, and the Board. Your role as a board member may involve challenging your own organisation.

Being a Board member is a significant time commitment. There is an expectation that as a Board Member you will prioritise attendance at Board meetings and at any sub groups you are a member of. There is a memorandum of Expectations to read and sign at Appendix A

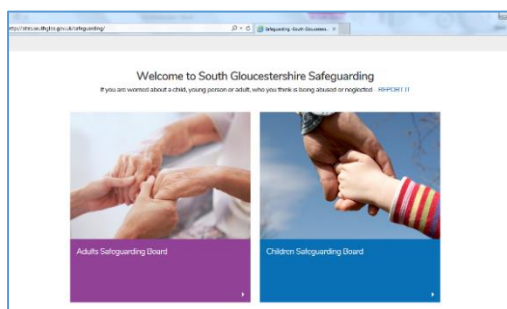
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### *Induction Process*

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Each new Board member will have a meeting arranged with the Board Manager for an initial induction. As a new Board member you may also choose to be mentored by an existing Board member, who can help you, to ensure your effectiveness in your new role. Please do let the [Chair](#) or the [Board Manager](#) know if you would like to be mentored. You and your mentor will be able to decide between you the details of how you will communicate with each other and whether the mentoring will take place by phone or email or meet face-to-face.





South Gloucestershire Safeguarding Children Board has a [website](#) that will contain lots of useful information to help you as you settle into your role. We would encourage you to spend time looking around the website.

In particular it may help you to look at the following documents:

[SGSCB Business Plan](#)

[Minutes of Previous SGSCB Meetings](#)

[SGSCB Annual Report](#)

[SGSCB Constitution](#)

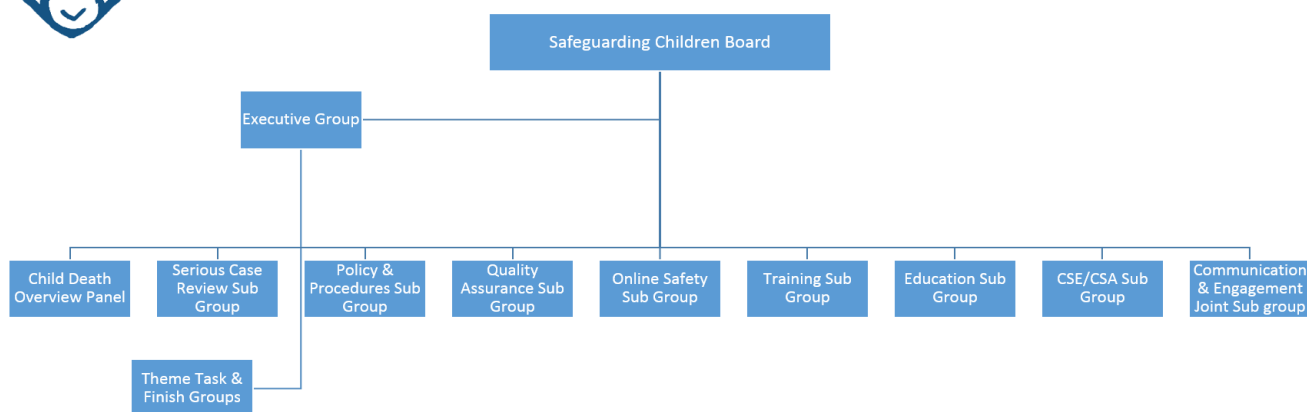
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### *Structure of South Gloucestershire Safeguarding Children Board*

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### South Gloucestershire Safeguarding Children Board Structure Chart



The SGSCB consists of Quarterly Full Board Meetings, an Executive Group, and also has sub groups that take responsibility for specific areas of work. Each sub group is chaired by a Board member, and has terms of reference relating to the work and membership of the group.

Currently the SGSCB has the following sub groups:

- Training Sub Group: Chair [Deborah Rodney](#)
- Policy and Procedures Sub Group: Chair [Deborah Rodney](#)
- Education Sub Group: Chair [Helean Hughes](#)
- Missing from Home, Care and School Sub Group: Chair [Catherine Boyce](#)
- Quality Assurance Sub Group: Chair [Lisa Harvey](#)
- CSE/CSA Sub Group: Chair [Duncan Stanway](#)
- Online Safety Sub Group: Chair [Holly Magson](#)
- Serious Case Review Sub Group: Chair [Catherine Boyce](#)

- Child Death Overview Panel (CDOP): Chair
- Communication & Engagement Sub Group (Joint group with South Gloucestershire Safeguarding Adults Board) Chair: [Sharon Prowse](#)

Periodically there will also be short life task and finish groups established to undertake specific pieces of work on behalf of the Board.

The [Annual Report](#) provides a summary of the work of each sub group for the previous year.

The role of the Executive group is to ensure that SGSCB is effectively progressing business and has clear governance arrangements in place. The Executive Sub Group is responsible for co-ordinating the work of the Board and Sub Groups and for ensuring that SGSCB is supported in making informed decisions.



## Memorandum of Understanding for Members of the South Gloucestershire Safeguarding Children Board

### **Context**

Chapter 3 of the statutory guidance *Working Together to Safeguard Children 2015* sets out the responsibilities of Local Safeguarding Children Boards and the statutory membership.

This includes the following statements in respect of members of an LSCB :

- 1) Members of an LSCB should be people with a strategic role in relation to safeguarding and promoting the welfare of children within their organisation. They should be able to:
  - speak for their organisation with authority;
  - commit their organisation on policy and practice matters; and
  - hold their own organisation to account and hold others to account.
- 2) All LSCB member organisations have an obligation to provide LSCBs with reliable resources (including finance) that enable the LSCB to be strong and effective. Members should share the financial responsibility for the LSCB in such a way that a disproportionate burden does not fall on a small number of partner agencies.

This Memorandum of Understanding sets out the South Gloucestershire Safeguarding Children Board's expectations for members. The members shall, for the purpose of this Memorandum of Understanding, include the organisation and the individual representing the organisation who are defined as Statutory Board Members and Member Organisations ('Board Member').

Each Board Member will agree to accept the following responsibilities which shall commence immediately and will thereafter work diligently in accordance with the terms of reference of the Board and the duties placed on each member of the Board and their employing organisation in accordance with 'Working Together to Safeguard Children 2015'.

### **Commitment to the Purpose and Objectives of the Board**

In order for the Board to operate effectively, Members must be committed to the collective purpose, ethos and aims of the Board. This means to:

- 1) Develop and deliver a Local Safeguarding Board in accordance with the range of roles and statutory functions as set out in the Children Act 2004 and *Working Together to Safeguard Children 2015*'.

- 2) Work effectively and efficiently so as to ensure the Board meets its statutory objectives which are to co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area and to ensure the effectiveness of what is done by each such person or body for those purposes.

This includes:

- regular attendance at the Board and any sub groups
  - Completion of Section 11 Audits in a timely way
- 3) Support achievement of the priorities that have been agreed by the Board in its Business Plan.
  - 4) Ensure that confidential information is not shared beyond the Board without the permission of the chair.

### **Promote and Support the Objectives of the Local Safeguarding Board**

In order to ensure the work of the Board is effective, each Board Member shall be a champion for safeguarding children and young people. This means that:

- 1) Each Member shall scrutinise vigorously the arrangements in place within their own organisation in respect of working with children and young people to ensure that the arrangements are fit for purpose, and be ready to share this with the Board when required.
- 2) Each Member shall take such steps as are necessary within their individual organisation to promote improved arrangements where they deem appropriate.
- 3) Each Member shall promote effective communication, both within their own organisation and with other partner organisations/agencies.
- 4) Each Member shall promote the work of the Board within their individual organisation and disseminate relevant documentation and information as appropriate so as to raise greater awareness of the issues relating to the safeguarding of children and young people amongst a wider community.

This includes:

- Contributing to and dissemination of Newsletters
- Regular promotion of learning and development events
- Dissemination of policies, research and learning from Case Reviews
- Promoting the Board website and use of South West Child Protection Procedures website.

This Memorandum of Understanding is signed by:

Name:

Organisation:

Signature

Date:

and received by the Strategic Safeguarding Service Manager

Name: Catherine Boyce

Date:

Signature



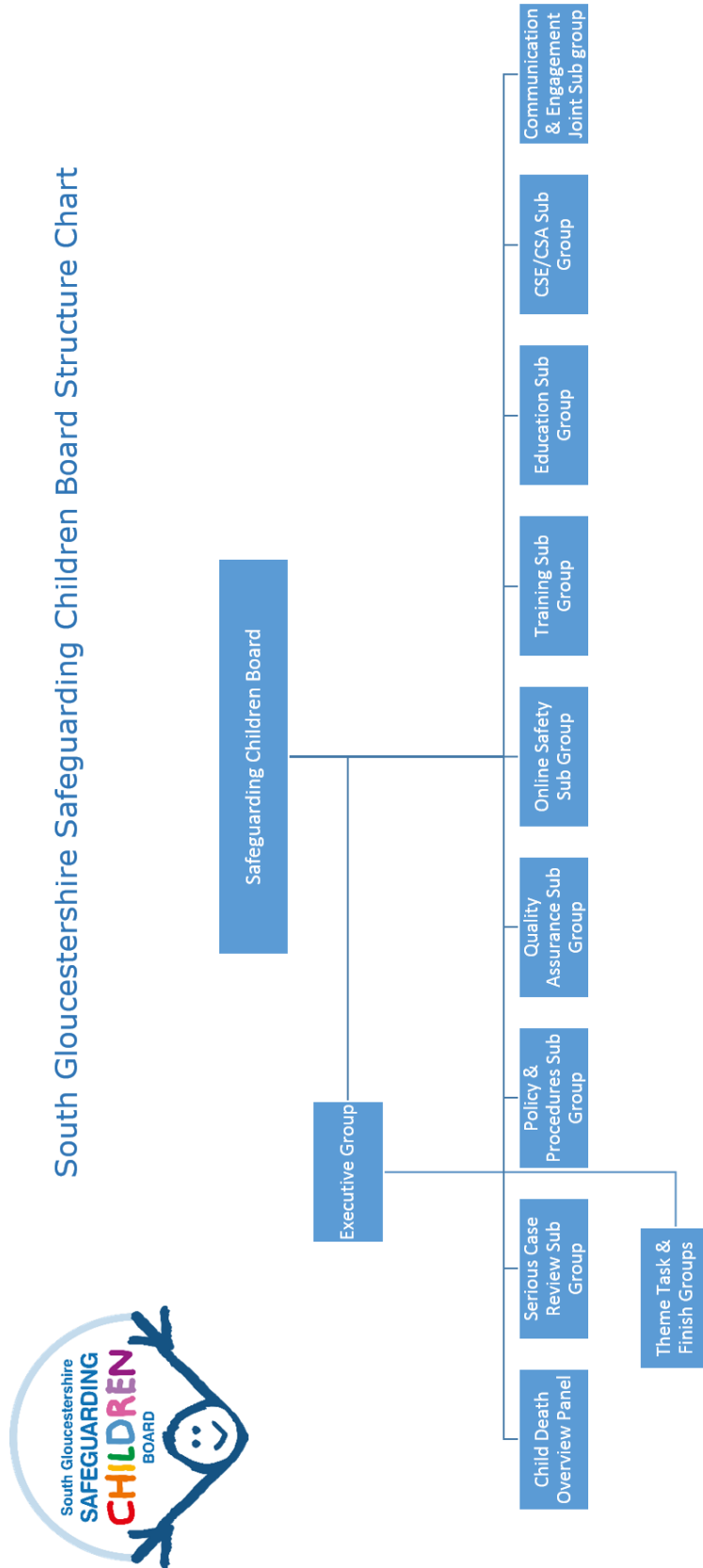
## Appendix B: Report Template



# South Gloucestershire Safeguarding Children Board Report

## Sub Group Update Report

Report Title: Quarterly Report from		
Date of Meeting:		
The sub group is accountable to the Executive Sub Group of SGSCB and submits quarterly reports to inform the Board of the work of the sub group. It provides assurance to the Board that the sub group is carrying out its business appropriately, in line with the Board business plan and the sub group work plan.		
The columns below reflect the progress against actions within the SGSCB Business Plan and the work plan for which the sub group is responsible. They also capture actions required by the SGSCB.		
<i>What are we Worried About?</i>	<i>What is Working Well?</i>	<i>What Needs to Happen?</i>
Report Author:		



### Appendix D: Schedule of Current Board Members

Agency	Name	Role
Independent Chair	Amy Weir	
South Gloucestershire Council	Councillor Jon Hunt	Lead Member for Children & Young People
	Lynn Gibbons	Public Health Consultant
	Kathryn Birtles	Education Advisor (Early Years)
	Catherine Boyce	Strategic Safeguarding Services Manager
	Helean Hughes	Head of Education, Learning & Skills
	Sonya Miller	Head of Integrated Services
	Peter Murphy	Director for Children, Adults & Health
	Deborah Rodney	Policy & Practice Manager
	Karen Moore	Legal Services Manager
	Alison Sykes	Interim Head of Vinney Green Secure Unit
	Sarah Taylor	Safeguarding Board Business Manager
	Robert Walsh	Head of Safer Stronger Communities
	Steve Waters	Youth Offending Team Manager
Avon Probation Service (CRC)	Rachael Cragg	LDU Team Leader, BGSW CRC, Probation
Avon Probation Services (NPS)	Jayde O'Brien	NPS Probation, Team Leader
South Gloucestershire Clinical Commissioning Group	Lindsey Mackintosh	Designated Doctor Safeguarding Children
	Lisa Harvey	Deputy Nurse Director, Designated Nurse Safeguarding Children
	Kate Mansfield	Named GP for Safeguarding Children
	Anne Morris	Nurse Director, Head of Quality & Safeguarding
Primary School	Tim Ruck	St. Stephen's Infant School
Secondary School	Rhian Priest	Principal, Bristol Technology & Engineering Academy
Lay Member	Karl Stephenson	Lay Member
	Janice Suffolk	Lay Member
Avon Fire & Rescue Service	Rob Davis	Assistant Chief Fire Officer, Service Delivery
CAFCASS	David Gee	Service Manager
South Gloucestershire & Stroud College	Emma Jarman	Vice Principal & Designated Safeguarding Lead
Faith Sector	Adam Bond	Diocesan Safeguarding Advisor
AWP	Jon Peyton	Head of Safeguarding Children
South Western Ambulance Service NHS Foundation Trust	Sarah Thompson	Safeguarding Named Professional
Deputy Representative North Bristol NHS Trust	Maria Hennessy	Head of Nursing & Governance in the Community Child Health Partnership
University Hospitals Bristol	Carol Sawkins	Named Nurse Safeguarding Children
HMP/YOI Eastwood Park	Suzanne Smith	Head of Safety & Equalities
Survive	Sarah Telford	Chief Executive
Barnardos	Duncan Stanway	Assistant Director
Avon & Somerset Constabulary	Mark Evans	Detective Superintendent
Merlin Housing	Paul Coates	Director of Housing & Communities
Sirona	Jill Chart	Named Nurse for Safeguarding
Soldiers, Sailors, Airman & Family's Association (SSAFA)	Julie Jones	Personal & Family Support Worker

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## *Appendix E: Safeguarding Context*

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### Working Together to Safeguard Children 2015

This statutory guidance document replaces earlier editions of Working Together to Safeguard Children.

It covers:

- the legislative requirements and expectations on individual services to safeguard and promote the welfare of children; and
- a clear framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services

It also sets out summaries of key legislation:

#### Children Act 2004

Section 10 requires each local authority to make arrangements to promote cooperation between the authority, each of the authority's relevant partners and such other persons or bodies who exercise functions or are engaged in activities in relation to children in the local authority's area as the authority considers appropriate. The arrangements are to be made with a view to improving the well-being of children in the authority's area – which includes protection from harm and neglect alongside other outcomes.

Section 11 places duties on a range of organisations and individuals to make arrangements for ensuring that their functions, and any services that they contract out to others, are discharged with regard to the need to safeguard and promote the welfare of children.

Section 13 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that must be represented on the Board, including those which the Secretary of State prescribes in regulations.

#### Education Acts

Section 175 of the Education Act 2002 places a duty on:

- a) local authorities in relation to their education functions; and
  - b) the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) in relation to their functions relating to the conduct of the school or the institution.
- to make arrangements for ensuring that such functions are exercised with a view to safeguarding and promoting the welfare of children.

A similar duty applies to proprietors of independent schools (which include academies/free schools) by virtue of regulations made under sections 94(1) and (2) of the Education and Skills Act 2008.

Regulations made under Section 342 of the Education Act 1996, set out the requirements for a non-maintained special school to be approved and continue to be approved by the Secretary of State. It is a condition of approval and continuing approval that arrangements must be in place for safeguarding and promoting the health, safety and welfare of pupils and when making such arrangements, the proprietor of the school must have regard to any relevant guidance published by the Secretary of State.

#### Children Act 1989

The Children Act 1989 places a duty on local authorities to promote and safeguard the welfare of children in need in their area.

Section 17 states that it shall be the general duty of every local authority:

*(a) to safeguard and promote the welfare of children within their area who are in need; and*

*(b) so far as is consistent with that duty, to promote the upbringing of such children by their families.*

by providing a range and level of services appropriate to those children's needs.

Section 17 states that a child shall be taken to be in need if:

*(a) the child is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by a local authority under Part III of the Children Act 1989;*

*(b) the child's health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or*

*(c) the child is disabled.*

Under section 17, local authorities have responsibility for determining what services should be provided to a child in need. This does not necessarily require local authorities themselves to be the provider of such services.

Section 47 states that:

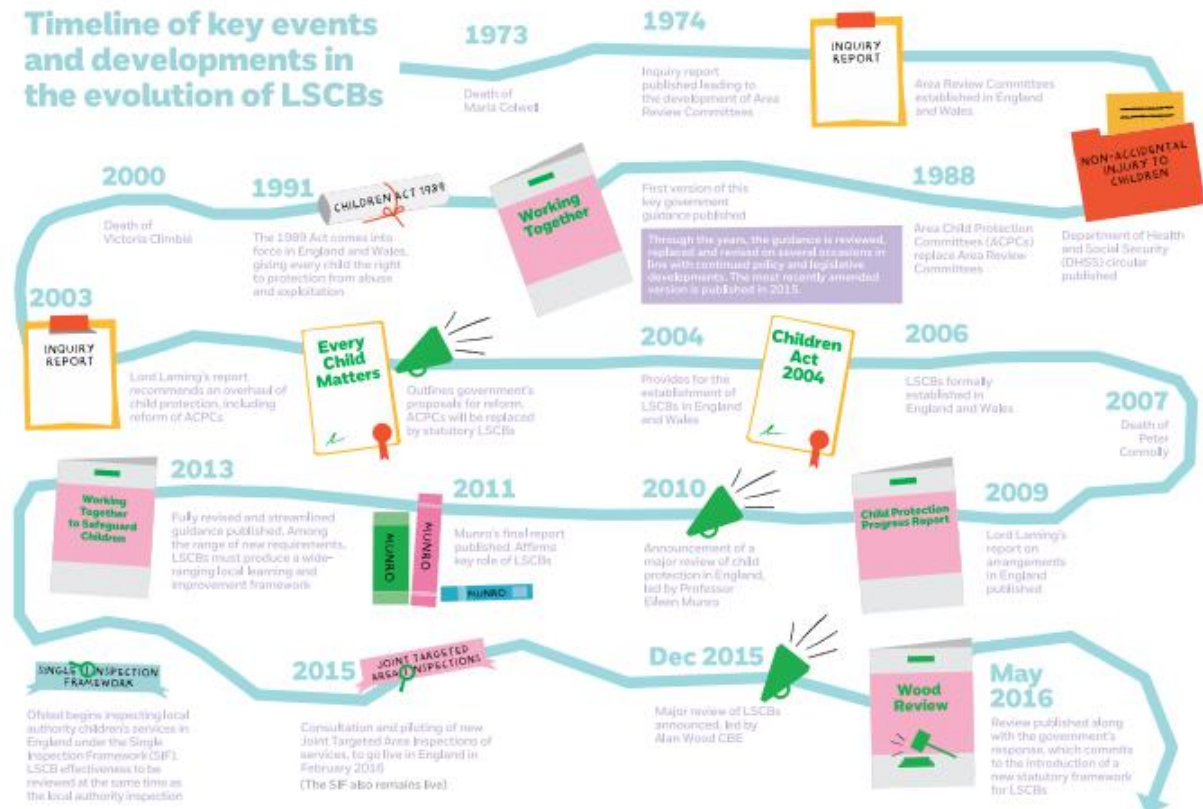
Where a local authority:

*(a) are informed that a child who lives, or is found, in their area (i) is the subject of an emergency protection order, or (ii) is in police protection; or*

*(b) have reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm:*

the authority must make, or cause to be made, such enquires as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare.

## Timeline of key events and developments in the evolution of LSCBs



## Key Events & Developments

### 1973: Maria Colwell



Maria was a 7 year old girl, killed by her stepfather in 1973. The subsequent inquiry was the first of modern child abuse inquiries. It led to the development of Area Child Protection Committees as a severe lack of co-ordination was identified in the inquiry.

### 2000: Victoria Climbié



Victoria was abused and murdered by her guardians in February 2000. This led to a public inquiry led by Lord Laming (2003) which led to major changes in child protection policies. Including formation of LSCBs.

### 2002: Soham Murders



Holly Wells and Jessica Chapman (both aged 10) were murdered by Ian Huntley – the school caretaker. This led to the Birchard Inquiry (2003) which led to Safer Recruitment processes and changes to police intelligence sharing.

### 2007: Peter Connolly



Baby P – was a 17month old boy who died after suffering more than 50 injuries over an 8 month period, during which he was repeatedly seen by children's services and Health professionals. His death led to a second Laming Enquiry (2009) , with a further 53 recommendations.

### 2011: Munro Review



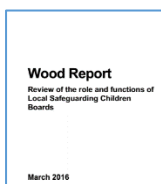
Major review of child protection services led by Professor Eileen Munro launched in 2010. Publication of Munro Review (2011) affirmed key role of LSCBs.

### 2014: Jay Report



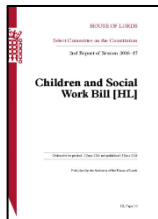
Independent Inquiry into the sexual exploitation of 1400 children in Rotherham. LSCBs now have CSE sub groups to co-ordinate the local processes for victims of CSE and disruption and prosecution of perpetrators.

### 2016: Wood Review



Department for Education requested Alan Wood conduct a review into the role and functions of LSCBs. The report outlines a series of recommendations to revise the statutory framework that underpins LSCBs, CDOP and Serious Case Reviews.

### 2016/17 Children and Social Work Bill



Expected to be passed by Parliament in 2017, introducing changes in legislation and following this a new version of Working Together to Safeguard Children is expected in January 2018.